



GARISSA UNIVERSITY

UNIVERSITY EXAMINATION **2017/2018** ACADEMIC YEAR **ONE**
THIRD SEMESTER EXAMINATION

SCHOOL OF BIOLOGICAL AND PHYSICAL SCIENCE
FOR THE DIPLOMA IN INFORMATION TECHNOLOGY

COURSE CODE: DIT 003

COURSE TITLE: COMPUTER APPLICATION IN BUSINESS

EXAMINATION DURATION: 2 HOURS

DATE: 07/08/18

TIME: 2.00-4.00 PM

INSTRUCTION TO CANDIDATES

- The examination has **SIX (6)** questions
- Question **ONE (1)** is **COMPULSORY**
- Choose any other **THREE (3)** questions from the remaining **FIVE (5)** questions
- Use sketch diagrams to illustrate your answer whenever necessary
- Do not carry mobile phones or any other written materials in examination room
- Do not write on this paper

This paper consists of **FIVE (5)** printed pages

please turn over



QUESTION ONE (COMPULSORY)

- a) Define the following terms as used in computer applications. **[6 Marks]**
- i. Electronic word processor
 - ii. Electronic word processing
 - iii. Microsoft word
- b) Apart from Microsoft word, name four other word processing programs. **[4 Marks]**
- c) Name and explain any five database models. **[5 Marks]**
- d) Define the following terminologies as word processor is concerned. **[8 Marks]**
- i. Word wrap
 - ii. Scrolling
 - iii. Creating a document
 - iv. Document Template.
- e) Explain the meaning of primary key as used in databases. **[2 Marks]**

QUESTION TWO

- a) Explain the use of any three shortcut keys. **[3 Marks]**
- b) What keystrokes would you use to accomplish the following?
- i. Move your cursor to the beginning of a line. **[1 Mark]**
 - ii. Move your cursor to the end of your document. **[1 Mark]**
- c) Distinguish between the following:
- i. Copying and moving text. **[2 Marks]**
 - ii. Save and save as in Ms. Word. **[2 Marks]**
- d) Name four features of Database Management systems. **[4 Marks]**
- e) Describe how toolbars help users of the word processors. **[3 Marks]**



QUESTION THREE

- a) Figure 1, shows an extract of a word processing document. Use it to answer the question that follow.

Computer Document Processing

C omputer document processing is Microsoft word software for program applications used in offices.

It contains features that allow creation, formatting and printing of documents which can be mail merged for e-mail single or group sending. *It is a fast, effective and efficient method of communication*

- i. Identify **six** formatting features applied in the extract. **[6 Marks]**
- ii. State **two** techniques that could be used to swap adjacent paragraphs in the document. **[5 Marks]**
- b) Explain the following keyboard shortcut keys: **[4 Marks]**
- i. Ctrl + C
- ii. Ctrl + V
- iii. Ctrl + X
- iv. Ctrl + Z

4. QUESTION FOUR

- a) What is electronic spreadsheet? **[2 Marks]**
- b) Explain the three components of spreadsheet. **[3 Marks]**
- c) Explain the three types of cell referencing. **[3 Marks]**
- d) Explain the following terms as used in Ms. Excel. **[3 Marks]**
- i. Workbook
- ii. Worksheet
- iii. Columns
- e) State four advantages of electronic databases. **[4 Marks]**



QUESTION FIVE

Figure 1 shows an extract of data from a spreadsheet program. Use it to answer the questions that follow.

	A	B	C	D	E	F	G	H	I	J
	Name	Admin	Maths	Kisw	Eng	S. sc	Total	Aver	Grade	Comment
1	Hassan	2545	20	56	45	78				
2	Ahmed	3625	30	50	36	75				
3	Victoria	4536	40	65	45	82				
4	Pius	2563	65	51	56	74				
5	Anisa	4561	45	56	85	78				
6	Salat	4785	46	62	57	74				

- a) Write a formula which determines; [4 Marks]
- i. Total marks for all students.
 - ii. Average marks for all students.
- b) Using the grading system given below, write a logical function to assign grades based on the following grading system: [4 Marks]
- i. 80-100 A
 - ii. 70-79 B
 - iii. 60-69 C
 - iv. 50-59 D
 - v. 40-49 E
 - vi. Below 40 FAIL
- c) Using the average marks given below, write a logical function to assign comment based on the following average marks: [4 Marks]
- i. Ave. marks comment**
 - ii. >50 Pass
 - iii. >20 Supplementary
 - iv. <=19 Fail
- d) Explain the meaning of Database and give one example of Database Management System. [3 Marks]



QUESTION SIX

- a) Briefly describe the six objects in the Database window.
- b) How would you define relationships in an access database?

[12 Marks]

[3 Marks]

